

VACANCY ANNOUNCEMENT

U.S. PROBATION/PRETRIAL SERVICES OFFICE DISTRICT OF ALASKA PUBLIC VACANCY ANNOUNCEMENT AKP 06-0003

Opening Date : July 17, 2006 **Closing Date:** September 7, 2006

POSITION : Chief U.S. Probation/Pretrial Services Officer
(full-time, permanent; position available January 2, 2007)

DUTY STATION : Anchorage, Alaska

GRADE : JSP 16, \$107,320 to \$133,900 DOE plus COLA (currently 25%, subject to change)

The incumbent is responsible to the Chief Judge of the U.S. District Court for the administration and management of the probation, pretrial, parole, and supporting services within the District of Alaska. Duties may include but are not limited to the following.

Organization

1. Develops an organizational structure for the office to ensure expeditious and effective handling of investigations, reports, and supervision of probationers, pretrial releasees, pretrial diverttees, supervised releasees, and parolees for the courts, parole authorities, and institutions, and to ensure the proper handling of administrative matters. Ensures that established organizational structure and individual roles are respected and maintained within the organization, or are altered as needed when in the best interests of the organization.
2. Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale; ensures organizational and individual compliance with Equal Employment Opportunity and Affirmative Action philosophies and practices, and with the established ethical code of conduct.
3. Ensures that communications and the flow of information within the agency are maintained in a consistent and open matter; confers regularly with immediate staff, conducts periodic management meetings, and conducts periodic general staff meetings or provides for timely and accurate informational bulletins to staff members as appropriate.

Operations

4. Reviews, analyzes, and interprets administrative and statutory requirements and provides executive direction for the formulation of policies and procedures necessary to meet those requirements.
5. Develops and maintains a viable plan for continuity of operations in the event of a natural or manmade disaster affecting the operations of the office.
6. Occasionally, the CUSPO may perform the duties of a deputy chief, supervisor, or line probation or pretrial services officer.

Administration

7. Provides executive direction and final approval regarding human resource administration, including recruitment and selection, training, and evaluation of staff; ensures the execution of a fair and equitable compensation program in accordance with applicable guidelines. Conducts performance reviews of immediate subordinates in conformance with established guidelines.

RE: *VACANCY ANNOUNCEMENT*

Position : *Chief U.S. Probation/Pretrial Services Officer*

8. Provides executive direction regarding the fiscal administration of the agency's facility, operating, and compensation budget, and approves the annual development of same.
9. Provides executive direction regarding procurement practices and may be the unit's Procurement Liaison Officer upon certification.
10. Determines the most appropriate use of the office facility, and plans and implements with GSA any facility alteration.
11. Provides executive direction regarding the solicitation and implementation of contractual service for pretrial and probation substance abuse and mental health treatment services.
12. Provides for the systematic evaluation and audit of administrative and technical operations to ensure the quality of services meets Court and agency standards.

Agency Relations

13. Maintains cooperative relationships with the Administrative Office, with the district, bankruptcy, and magistrate courts, and with all components of the criminal justice system, including other U.S. Probation and Pretrial Services Offices; military, federal, state, and local law enforcement; and correctional and social service agencies, to ensure cooperation between agency and same.
14. Prepares separate annual reports on probation and pretrial services, and prepares other reports as requested for the Court and the Administrative Office.

Miscellaneous

15. Performs other related duties as required by the Court.

QUALIFICATIONS:

To qualify for the position of Chief U.S. Probation/Pretrial Services Officer at a JSP-16, an individual must have a bachelor's degree from an accredited college or university and possess eight years of specialized experience, one year of which must have been at the next lower grade level or its equivalent. In order to meet the hazardous duty requirements for Federal Law Enforcement Officers, the individual must have been appointed to a qualifying Federal law enforcement position prior to their 37th birthday.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial services. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

EDUCATIONAL SUBSTITUTIONS: Completion of one academic year (30 semester hours or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a *Juris Doctorate* may be substituted for two years of the specialized experience.

The U.S. Judiciary is an Equal Employment Opportunity organization; all employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States. Relocation expenses will not be provided. Applicants are advised that omissions of information or false answers on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. Finalists for the position are also subject to a full background

RE: VACANCY ANNOUNCEMENT

Position : Chief U.S. Probation/Pretrial Services Officer

investigation, physical examination, and drug screening. The incumbent will also be subject to updated background investigations every five years and ongoing random drug screening, and may be subject to subsequent fitness-for-duty evaluations.

HOW TO APPLY: Please submit an Application for Judicial Branch Federal Employment (form AO 78) and resume to U.S. District Court, District of Alaska, Attention: Chief Judge John W. Sedwick, 222 W. 7th Avenue, #32, Anchorage, Alaska, 99513; or to **gail_morgan@akd.uscourts.gov** by 5:00 p.m. September 7, 2006. The application packet should be marked “confidential.”

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE FOR CERTAIN
POSITIONS IN THE PROBATION AND PRETRIAL SERVICES SYSTEM

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal-sized print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a satisfactory prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement office retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.